



United Nations Development Programme
Terms of Reference
Final Evaluation
“Aawaaz’- Inclusion for and by persons with disabilities

1. Background:

The Government of Nepal has adopted several progressive laws and policies to protect and promote the human rights of persons with disabilities. The 2015 Constitution of Nepal provides strong guarantees, including the right to education, right to social justice, participation in public life, and the right to live in dignity and honour¹. Despite the improvements enshrined in the Constitution and the overall legal and policy framework, however, most services remain out of reach for persons with disabilities. Moreover, existing research and the recommendations given by the Committee on the Rights of Persons with Disabilities (“the CRPD”) raise the concern that the intersection of gender inequality and disability creates further marginalization and social, political and economic exclusion for women and girls with disabilities.

With this facts, UN in Nepal is implemented the “Aawaaz: Inclusion for and by persons with disabilities” project. The project is joint effort of UN Women, UNFPA, WHO and UNDP as lead agency. Recognizing that women and girls are at greater risk of multiple forms of discrimination, the project aims to protect and promote the rights of persons with disabilities in Nepal and enhance their capacities, in ensuring that policies are gender-responsive through a range of interlinked and reinforcing interventions. The proposed interventions are directly in line with the Constitution of Nepal, the provisions of the CRPD, the United Nations Development Assistance Framework (UNDAF) 2018-2022 and support the Government of Nepal’s vision of living up to the promise of Agenda 2030 for Sustainable Development to ‘leave no one behind’.

Also project aims to contribute by producing high quality disaggregated data on persons with disabilities; by strengthening the capacity of organizations of persons with disabilities (OPD) to lead policy advocacy, demand accountability and address stigma and discrimination; and by supporting the development of an evidence-based draft Policy on Persons with Disabilities in line with international standards in Sudurpashchim Province, participating UN agencies aim to promote a policy environment that enables persons with disabilities to claim their human rights and access services. The programme aims to particularly promote the realization of the 1) right to health, 2) right to participation in public and political life, and 3) right to information.

The project is designed to align with the currently ongoing federalization process in Nepal and aims to foster an enabling policy environment by enhancing the capacities of both rights holders and duty bearers in Sudurpashchim Province. The project development phase has been greatly influenced by consultations held with OPDs, some of which are proposed as implementing partners throughout the project.

¹ Articles 31, 39, 42 (1) and (3), 43 of the Constitution of Nepal, 2015



Programs funded by UNPRPD adopt a multi-stakeholder approach, involving two or more UN agencies, as well as governments, organizations of persons with disabilities, and broader civil society through complementary action at country level. The voice of persons with disabilities in the planning and implementation of UNPRPD-funded programs as well as in program activities is a key factor to success. Program activities must focus on advancing structural changes to implement the CRPD at country level, such as concrete changes to laws, policies, systems, or services. Key learnings on the approaches used in UNPRPD-funded programs should be collected and shared to inform wider UNPRPD programming.

The Aawaaz project in its aim to develop a consultative, evidence-based Disability Policy for Province 7, with the potential for replication in other provinces, the project aims to address a broad range of rights. In particular, the project seeks to ensure that the Disability Policy of Sudurpaschim Province thoroughly addresses those issues that are raised in the recommendations of the CRPD to the Government of Nepal. These include the following:

- Access to Information and Statistical and Data Collection
- Participation in public and political life
- Health and accessibility

The project was implemented by all four participating UN agencies linking with the respective UN agencies ongoing effort on disability with a focus on:

Outcome 1: Policy environment enables Persons with disabilities claim their human rights and access responsive and quality services in Province 7

Output 1.1 High quality disaggregated data on persons with disabilities available and in use (UNFPA)

Output 1.2: Capacity of Disabled Person’s Organizations strengthened to lead policy advocacy, demand accountability for quality services, and address stigma and discrimination (UN Women)

Output 1.3 Draft Policy on Persons with Disabilities at the Province 7 in line with international standards (UNDP and WHO). WHO had mainly focused on rehabilitation of health in Gandaki province.

| PROJECT INFORMATION | |
|------------------------------|--|
| Project/outcome title | ‘Aawaaz’: Inclusion for and by persons with disabilities |
| Atlas ID | 00112909 |
| Corporate outcome and output | UNDAF/CPD outcome 2: <i>By 2022, inclusive, democratic, accountable, and transparent institutions are further strengthened towards ensuring the rule of law, social justice, and human rights for all particularly for vulnerable people</i> |
| Country | Nepal |
| Region | Asia Pacific |



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|------------------------------|--------------------------------------|------------------|
| Date project document signed | 27 July 2018 | |
| Project dates | Start | Planned end |
| | 1 November 2018 | 30 November 2021 |
| Project budget | US \$530,005 | |
| Funding source | UNPRDP and Participating UN agencies | |
| Implementing party | UN Women, UNFPA, WHO and UNDP Nepal | |

Impact of COVID-19 in project implementation:

The COVID-19 pandemic had severely impacted in Nepal and Globally and the impact on persons with disabilities are the worst impacted. The rapid assessment conducted by National Federation of the Disabled Nepal with support of UNDP projected that majority of them are not aware of the COVID- 19 and many do not know the measures to be safe. 46% think that the information materials are not in accessible form. Due to lockdown many has lost their livelihood, and many need the daily hygiene items. It is quite difficult to manage the persons with disabilities that are living in groups/rehabilitation centers and the students from resource room.

The activities of the Aawaaz- Inclusion for and by persons with disabilities are being implemented in partnership with various stakeholders including with the umbrella organization the National Federation of the Disabled Nepal. UN Women Nepal worked with 10 Disability Persons Organisations in Sudurpaschim province. UNDP works with the National Federation of the Disabled Nepal and its province chapter and 4 other Organizations of the Persons with Disabilities. Due to COVID-19, all the activities related to policy dialogue and other activities is affected due to continuous lockdown/partial lockdown in 2020-2021. And even after the lockdown is lifted the focus of the government had requested the development partners and UN UNDP to repurpose the development programmes to address the immediate need of the COVID-19 impact in Nepal. Therefore, the participating UN agencies (UN Women, UNFPA, WHO and UNDP) had re-purposed the activities planned in in 2018 and some additional interventions were planned and implemented as agreed with the UNPRPD Secretariate with additional funding support.

2. Evaluation Purpose, scope and Objectives:

The overall objective of the evaluation is objectively assessing the results and approaches of the project interventions and its contribution to a higher level of outcome results. It will identify and document the results achieved through the project interventions, challenges encountered as well as document the lessons learnt and best practices. The findings of the evaluation will provide the specific recommendations for the future programmes of UN in Nepal and stakeholders willing to contribute to promotion of the rights of persons with disabilities.

Specifically, the objectives are to:

- Ascertain the development of theory of change intervention to ensure the policy environment, capacity development, data and enabling environment for persons with disabilities in the selected province and palikas.



- Ascertain the results and learnings of the project and its relevancy, effectiveness, efficiency, sustainability and impact including synergies with other similar interventions and stakeholders together – the relevant provincial ministries and their service institutions; local governing authorities; non-state agencies working for persons with disabilities; as well as federal and local chapters of OPDs - to address the rights of persons with disabilities and the duties of the mandate holders
- Assess the scalability of results and successful approaches tested through project activities to strengthening capacities of OPDs in Sudurpashchim and Gandaki province, coordination, convening and policy dialogue opportunities of the UN partners with the provincial ministries will be effectively utilized with the advocacy leverage of the NFDN, NDWA and NIDA etc.
- Assess the extent to which the target beneficiaries, i.e., persons with disabilities with special regard to women with disabilities, Disabled People’s Organisations (DPOs), self-advocates and other civil society organizations, have been included in planning and implementation of project activities and the extent to which they benefited from the project activities.
- Review and assess the risks and opportunities (in terms of resource mobilization, synergy and areas of interventions) for future.
- Assess how the project fit into the national policy agenda, and the structural or systemic changes that were made to advance the implementation of the CRPD as a result of project activities
- Assess the effectiveness of the multi-stakeholder approach, including the influence of the project on mainstreaming of disability within the work of UN entities involved.

3. Scope of Work

The evaluation should assess the relevance, effectiveness, coherence, efficiency, impact and sustainability of the project interventions in project sites (Sudurpashchim province and Gandaki) for the project time period. In addition, the evaluation should indicate if the achieved results are in the right direction towards contributing to strengthening the policy environment and protecting the rights of the persons with disabilities, briefly touch on how project implemented its interventions during the COVID-19 period. The evaluation should cover but not limited to the following areas:

- **Relevance of the project:** Review the progress against project outputs and contribution to outcome level results as defined in the project’s theory of change and ascertain whether assumptions and risks remain valid. Assess the alignment of the project design with national priorities and responding to the needs of the OPDs.
- **Effectiveness and efficiency of implementation approaches:** Review project’s technical as well as operational approaches and deliverables, quality of results and their impact covering the results achieved; identify and assess any other intended or unintended, positive or negative results as well as the partnerships established and issues of capacity.
- **Gender Equality and Social Inclusion:** Review the project’s approaches in general including mainstreaming of gender equality and social inclusion with focus on women and marginalized groups.
- **Sustainability:** Review and assess the sustainability of the results, risks and opportunities (in terms of resource mobilization, synergy and areas of interventions) related to future interventions.



- Review external factors beyond the control of the project that have affected it negatively or positively.
- Review planning, management, monitoring and quality assurance mechanisms for the delivery of the project interventions.
- Review coordination and communication processes and mechanisms with the stakeholders.
- Review how the implementation of project interventions is impacted by COVID-19.

4. Evaluation Criteria and Key Questions:

The evaluation will follow the Organization of Economic Cooperation Development (OECD), Development Assistance Committee (DAC)'s evaluation criteria – relevance, coherence, effectiveness, efficiency, impact and sustainability. Partnership, Gender Empowerment and Social Inclusion (GESI) and human rights will be added as cross cutting criteria. The guiding questions outlined below should be further refined by the consultant and agreed with UNDP prior to the commencement of the evaluation:

Key Questions

I. Relevance

- To what extent the project was able to contribute to the policy environment – including the data, capacity development, other enabling factors on rehabilitation etc for the rights of the persons with disabilities in targeted province?
- Was the strategy adopted, project interventions and inputs identified, realistic, appropriate, and adequate for achievement of the results?
- Does the Programme continue to be relevant to the GoN and UN priorities?
- To what extent the reprogramming of project activities for immediate COVID-19 response are relevant to meet the local needs?

II. Effectiveness

- To what extent the project activities were delivered effectively in terms of quality, quantity, and timing?
- Were there any unintended positive or negative results?
- Are the strategies and tools used in programme implementation effective?
- What were the lessons and how were feedback/learning incorporated in the subsequent process of planning and implementation?
- How effective was the project in integrating the GESI concerns in its approach?
- To what extent the project contributes to the Sustainable Development Goals, the agenda 2030.
- Evaluate the effectiveness of the multi-stakeholder approach, including the ways in which the joint UN action was complementary and the role and contributions of partners and stakeholders, including organizations of persons with disabilities and government

III. Coherence

- To what extent the intervention is coherent with Government's policies?



- To what extent the intervention addressed the synergies and interlinkages with other interventions carried out by UN and other development partners?

IV. Efficiency

- Is the Programme cost-effective i.e. could the expected results have been achieved at lower costs by adopting a different approach and/or using alternative delivery mechanisms?
- To what extent was the fund flow mechanism (Micro Capital Grant, Letter of Agreement, Low Value Grant Agreement and Responsible Party Agreement) appropriate?
- Were efficient mechanisms adopted to leverage the resources to community?
- How did AAWAAZ's financial management processes and procedures affect programme implementation?
- To what extent the joint programme approach was effective and efficient in achieving the intended results?

V. Sustainability

- To what extent are the benefits of the programme likely to be sustained after the completion of AAWAAZ?
- How effective are the exit strategies and approaches to phase out assistance provided by the programme including contributing factors and constraints?
- What are the key factors that will require attention to improve prospects of sustainability of the Programme result and the potential for replication of the approach?
- How are capacities strengthened at the individual and organizational level (including contributing factors and constraints)?
- Describe the main lessons that have emerged.

VI. Impact:

- To what extent the project outputs were achieved and what were the contribution, if any, to outcome level results?
- To what extent can the program contribute capacity building, linking persons with disabilities with the local authorities, access to identity cards, right to health, participation in public and political life, and access to information for persons with Disabilities, in particular women and girls with disabilities?
- Capture key learnings on approaches used in the project to inform other UNPRPD-funded programs

VII. Partnership:

- Have the ways of working with the partner and the support to the partner been effective and did they contribute to the project's achievements?
- How has been the partnership with national/local partners including coordination at federal level, provincial level, local level, UN agencies, NFDN and other OPDs? Does it create synergies or difficulties? What type of partnership building mechanism is necessary for future partnership?



VIII. Gender equality and Social Inclusion

- To what extent have the issues of gender equality and inclusion of marginalized communities been addressed in the design, implementation, and monitoring of the project?
- To what extent the project approach was effective in promoting gender equality and social inclusion - particularly focusing on women and socially disadvantaged groups?
- To what extent has the project promoted positive changes of women and marginalized communities? Were there any spillover effects?
- Assess the extent to which the target beneficiaries, i.e., persons with disabilities with special regard to women with disabilities, Disabled People's Organizations (DPOs), self-advocates and other civil society organizations, have been included in planning and implementation of project activities and the extent to which they benefited from the project activities

IX. Human rights

- To what extent have Dalit, ethnic minorities, women, and other disadvantaged and marginalized groups living with disabilities benefitted from the work of the project?
- To what extent has the project integrated Human Rights based approach in the design, implementation, and monitoring of the project? Have the resources been used in an efficient way to address Human Rights in the implementation (e.g participation of targeted stakeholders, collection of disaggregated data etc.)?

5. Methodology:

The individual consultant should propose a final detail methodological framework in the inception report. The evaluation should conduct in accordance with the UNDP Evaluation Guidelines 2019. Evaluator should adopt a mixed approach by integrating qualitative and quantitative tools and techniques for the data collection and analysis. The focus, however, should be on qualitative assessment to enrich the raw data collected and develop more insight into the project's accomplishments and lessons learned. The evaluation stages include (i) desk review, (ii) prepare inception report, (iii) field visits to project's provinces and municipalities, (iv) data analysis and interpretation, and (v) evaluation report writing and finalization.

The consultant/evaluator will be responsible for designing and conducting the evaluation including proposing appropriate methodology, designing tools, developing questionnaire and other instruments for data collection and analysis. A kick-off meeting should organize with UN partners' agencies including UNDP, WHO, UN Women and UNFPA to discuss on data collection plan, expectations, and tools and techniques to be adhered for collection of primary information.

The consultant may use (but not limited) the following methods for data collection:

1. Secondary data collection

- **Desk mining:** For secondary data collection, project related documents should be reviewed that includes project proposal, progress reports, consolidated quarterly and annual reports, minutes of project board meetings, project modification document, knowledge products viz. draft disability policy, data collection report and legal review reports, communication and visibility reports, IEC Materials etc.



2. Primary data collection

- **Qualitative information**

A preliminary review of project documents during the inception phase of the evaluation will inform the criteria for the selection of respondents for qualitative data collection. The consultant should conduct an in-depth review of the relevant project documents to select a wide range of project stakeholders across the project location, work streams, and activities, and to mitigate the possibility of non-response to requests for consultation as stakeholder selection will follow the purposive sampling to increase the potential for response accuracy and data reliability.

Evaluator should utilize a 'desk review template' to identify initial findings which needs to be triangulated with the data collected through consultations and interviews. Data collection can be done using both face-to-face consultations and the remote consultation through video conferencing via zoom platform.

i. Sampling design and methods: Purposive sampling should be used to achieve the level of rigor that is required for a robust evaluation. The process should respond to the diversity that is anticipated across project implementation. As the project has included a diverse as well as re-purposed activities due to COVID-19, this purposive sampling approach allows to include sample from SP and GPs under partnership of four UN partner Agencies.

ii. Key informant interview (KII): The Evaluator should use KII tool for in-depth interview based on agreed checklist and guiding questions related to relevance, coherence, effectiveness, efficiency, impact and sustainability. These stakeholders include the members of project advisory committees in federal and province level, Government representatives both from federal and province levels, municipalities, four UN partner Agencies, implementing OPDs including NFDN, FWDN, PFPID, KOSHISH, implementing NGOs viz. JURI and INF and beneficiaries group including those enjoying rehabilitation service and those engaged in policy drafting exercise in SP. The Local OPDs in project municipalities in SP, network of NFDN as project implementing partner are also considered as key informants. At the level of project participation, data collection should engage the targeted project beneficiaries, viz. OPDs and other representing individual who are benefited by humanitarian assistance during COVID-19 response and reform intervention under the project. The evaluator may visit some of the sites to observe the progress and impact of the intervention. Overall, purposive sampling will allow for data collection that aligns with the project work streams; stakeholder engagement in different types of project activities; and the extent to which the project has integrated the cross-cutting themes of gender and disability inclusive COVID-19 response.

The key informants should prioritize women with disabilities from under-representative group on disabilities such as Indigenous group, Tharu community and those residing in remote village of SP. At least 50% of the respondents should be women. The evaluator should use the semi-structured questionnaire.

iii. Focused group discussions (FGDs): FGD tool may be used to assess project's progress from empirical questions. FGDs or consultation meetings will be organized with project beneficiaries and other stakeholders. FGD should be conducted with group of women with disabilities, group of beneficiaries of COVID-19 response and recovery, four UN partner agencies, project advisory committee and OPDs in SP.



iv. Field observations: Evaluator is expected to directly observe few project sites where accessibility measures were installed in the public infrastructures including one-stop rehabilitation centre in Pokhara. The field observation will be carried out in keeping in mind the COVID-19 situations and protocols.

v. Case studies: Using thematic case studies, evaluator may assess the impact of the project on the beneficiaries, particularly the benefits they accrued from the project and the visible changes in their lives, and overall well-being.

- **Quantitative information**

The evaluator will collect project-generated secondary data from respective agencies as its quantitative information. During the desk review, the evaluator may analyze quantitative information by developing a relevant table and verify those with the support of project's staff. Since the baseline data are not available in the project documents, only the end line data should be collected and analyzed to assess the impact level indicators.

6. Expected Outputs/ Key Deliverables

Key deliverables include:

| Key deliverables | Timeline | Remarks |
|--|--|--|
| <ul style="list-style-type: none"> • Inception report detailing the reviewer's understanding of what is being evaluated, why it is being evaluated, and how (methodology) it will be evaluated. The inception report should also include a proposed schedule of tasks, evaluation tools, activities, and deliverables. • Evaluation matrix that includes key criteria, indicators, and questions to capture and assess them. | 4 days after signing the contract | Evaluation Manager should approve the inception report along with evaluation matrix |
| <ul style="list-style-type: none"> • Evaluation debriefing- immediately after completion of data collection, the evaluator should provide preliminary debriefing and findings to the UNDP | After completion of the data collection | |
| <ul style="list-style-type: none"> • Draft Evaluation report for review and comments | 5 days after completion of data collection | Evaluation manager should share the draft report with relevant stakeholders and provide consolidated |



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| | | feedback to the evaluator. |
| <ul style="list-style-type: none"> • Final report within stipulated timeline with sufficient detail and quality by incorporating feedback from the concerned parties. • Evaluation Audit Trail – The comments on the draft report and changes by the evaluator in response to them should be retained by the consultant to show how the comments were addressed. • An exit presentation on findings and recommendations. | 3 days after receiving the comments from stakeholders | Final Report will sign off by DRR |

7. Consultant/expert required competencies

An individual national consultant/evaluator is envisaged to undertake this final evaluation. He/she will be responsible for overall lead and management of the final evaluation. S/he should be responsible for ensuring a gender and social inclusion perspective is incorporated throughout the evaluation work and report.

Major roles and responsibilities include:

- Finalizing and designing the detailed scope and methodology for the evaluation
- Ensure GESI perspectives are incorporated throughout the evaluation process and final report
- Gathering and review of relevant documents
- Prepare inception report, evaluation matrix including the evaluation questions, data collection instruments, etc.
- Conduct field visits in selected communities and conduct interviews with the selected target groups, partners, and stakeholders
- Facilitate stakeholders' discussion and focus groups to collect, collate and synthesize information
- Analyze the data and prepare a draft evaluation report in the prescribed format
- Incorporate the feedback and finalize the evaluation report
- Coordinate with UNDP CO for evaluation related information

Qualification:

At least a Master's degree in social science, disability studies, gender studies, public administration, law, social science, international development cooperation or humanitarian action, or any other relevant subjects.

Experience and competencies:



- Proven demonstrated experience in designing and leading similar kinds of evaluation of development projects
- At least 5 years of work experience in formulation of programs/proposals, designing and conducting rigorous project assessments with both desk and field research on inclusion and preferably on disability issue.
- Adequate knowledge on gender responsive evaluation
- Excellent analytical and report writing skills in English,
- Strong knowledge and experience in national and international strategies, frameworks, and policies in relation to disability inclusion and human rights.
- Experience and knowledge of gender equality, intersectionality, and Sustainable Development Goals (SDGs)
- Knowledge of the regional and national political, cultural, and economic context and knowledge of the Convention on the Rights of Persons with Disabilities and experience in working with organizations of persons with disabilities.
- A good understanding of development and/or humanitarian processes at country level, (including UN-led processes).
- Understanding of human rights-based approach and its application in project/programme design.

8. Evaluation ethics

“This evaluation will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’. The consultants must safeguard the rights and confidentiality of information providers, interviewees, and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses without the express authorization of UNDP and partners.”

Consultants will be held to the highest ethical standards and are required to sign a Code of Conduct upon acceptance of the assignment.

9. Management and institutional arrangement

The principal responsibility for managing this evaluation resides with the UNDP CO in Nepal. The UNDP CO will contract the consultant and ensure the timely implementation of the evaluation. The evaluator will directly report to Evaluation Manager i.e. RBM Analyst in this case. The Evaluation Manager/RBM Analyst will assure smooth, quality and independent implementation of the evaluation with needful



guidance from UNDP’s Senior Management. The project team will provide required information for evaluation in leadership of GESI Advisor. The project team will arrange all the field visits, stakeholder consultations and interviews as needed.

The consultant will maintain all the communication related to the evaluation through Evaluation Manager. The Evaluation Manager should clear each step of the evaluation. The final evaluation report will be signed off by DRR. The evaluation team will be briefed by UNDP upon arrival on the objectives, purpose and scope of the Final evaluation.

The evaluation will remain fully independent. A mission wrap-up meeting during which comments from stakeholders including others participating UN agencies will be collected for incorporation in the final report.

10. Time frame

The evaluation is expected to start in January 2022 for an estimated duration of 20 days. This will include desk reviews, primary information collection, field work, and report writing.

| Planned Activities | Tentative Days | Remarks |
|--|----------------|---|
| Desk review and preparation of design (home based) | 2 days | |
| Finalizing design, methods & inception report and sharing with reference group for feedback (home based) | 2 days | UNDP needs at least 3 days to review and provide feedback on the inception report |
| Stakeholders’ meetings and interviews in Field and Kathmandu (Virtual and/or field base) | 8 days | |
| Analysis, preparation of draft report and shares for review | 5 days | |
| Incorporate suggestions and comments to finalize the report and submit final report to UNDP | 3 days | UNDP needs at least 10 days to review and finalize the report |
| Total | 20 days | |

11. Use of evaluation report

The findings of the evaluation will be used to analyze the lessons learned and design future interventions. Therefore, the evaluation report should provide critical findings and specific recommendations for future interventions.



12. Copyright of Publication and Production of Materials

All data, information and product received for this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. UNDP will have the copyright of all developed products and reports under this ToR and the consultant will not have any right to publish or share them in full or in part in any form.

13. Annexes

(i) List of relevant documents: Project Documents, Concept papers submitted to donors, Annual Work Plans, Annual Progress Reports, LVGs, meeting minutes, Donor Reports, Financial Reports, Knowledge products etc.

(ii) List of key agencies, stakeholders and partners for review

UN agencies

- UNDP
- WHO
- UNWOMEN
- UNFPA

Stakeholders:

- Provincial ministries
- Relevant local governments
- Federal and local chapters of OPDs
- NFDN, NDWA and NIDA etc

(iii) Inception Report Contents Outline

(iv) Evaluation matrix

(v) Format of the evaluation report

(vi) Evaluation Audit Trial Form

(vii) UNEG Code of Conduct